

**Woodbury Leadership Academy  
Interim Board of Directors – Meeting Minutes  
Tuesday, March 24, 2015 – 6:00 PM**

Woodbury Leadership Academy – 600 Weir Drive, Woodbury, MN 55125

1. Call to Order: Ken Thielman
2. Roll Call of Members: Sarah Tegtmeier  
Ken Thielman, Chair                      Emily Mogren  
Sheila Brown, Treasurer (absent)      Robyn Carley  
Sarah Tegtmeier, Secretary              Bharathi Sankararaman  
Tiffany Lewis                                  Sarah Jacobson  
Dan Hurley, ex-officio                      Judith Darling, ex-officio
3. Approval of Agenda  
Moved: Sarah Tegtmeier                      Second: Ken Thielman                      Vote: 7-0-0
4. Declaration of Conflict of Interest: Not Applicable
5. Open Forum: Gary Robbins, co-owner of Peace of Mind Early Education Center, stated that parents coming to tour their daycare facility have told them that teachers from Woodbury Leadership Academy are saying that Peace of Mind is closing. Mr. Robbins stated that this is untrue. Peace of Mind is simply moving, and asked for this to stop.

Ken Thielman asked that anyone stating that Peace of Mind is closing to please stop.

6. Approval of meeting minutes from February 24, 2015, and from March 16, 2015 special meeting  
Moved: Ken Thielman                      Second: Tiffany Lewis                      Vote: 7-0-0
7. Chair's Report: Ken Thielman said the director's evaluation was compiled and hopes to have this finalized in April to go over with the director at the April board meeting. Mr. Thielman stated that the family survey has been sent out to WLA families. Parents have until March 31<sup>st</sup> at 11:49 pm to complete this survey. To date, Thielman shared that 40 families had completed the survey. Mr. Thielman said the staff survey is ready to share with staff.

Mr. Thielman shared which courses have been completed for the mandatory Board of Director trainings. Thielman stated that all board members have 6 months from the time they assume office to begin the three required trainings: finance, human resources and governance. Members should take the basic courses. If courses are taken through MACS (Minnesota Association of Charter Schools) the training is free because Woodbury Leadership Academy is a member.

Judith Darling stated that she can complete the finance training for board members. Bharathi Sankararaman said one of the courses is online.

8. Director's Report: Dan Hurley shared MCA test prep materials and suggestions with the board. Mr. Hurley stated that the MCA testing schedule has been shared with staff.

Dan Hurley shared that current enrollment is 206 students. All sections are full, except 6<sup>th</sup> grade which has 14 students. Mr. Hurley said there is a wait list for all sections for the 2015-16 school year with the exception of 7<sup>th</sup> grade. When the 7<sup>th</sup> grade parents were contacted, 12 replied 'yes' that they were intending to attend 7<sup>th</sup> grade next year. Hurley commented that another call may be necessary to ensure plans have not changed for some families. Some families have shared MSA and New Life Academy have been other options to consider.

Tiffany Lewis questioned what number of 7<sup>th</sup> grade students is needed to make the class a viable option. Dan Hurley replied with 12 students. Robyn Carley asked what message we are sending these families to keep them informed and so they have the time to make necessary plans. Ken Thielman said that until September, we will

not know the true number, as plans can change for students and families. Tiffany Lewis said she feels the board needs to make a final decision regarding 7<sup>th</sup> grade at the April meeting so families can plan accordingly. Mrs. Lewis shared that the uncertainty of the building site for next year has made it difficult for parents to visualize what a middle school will look like at WLA. Sarah Tegtmeier agreed that parents need to be informed at the April board meeting out of a courtesy for the families.

Dan Hurley intends to hire two middle school teachers to teach both 6<sup>th</sup> and 7<sup>th</sup> grade with different licensure areas, and obtain a variance as needed. Mr. Hurley will have job postings for these positions up the first week of April.

9. Committee Reports:

a. Finance / Budget: Judith Darling provided a review of February financial statements and supplementary information. Darling shared a lesser lease aid amount was granted for 2015-16. WLA was granted \$4,600 for the insurance portion of the lease aid and not the expected amount of \$22,000 as hoped. Darling contacted the State of Minnesota and was informed that this has been reviewed by committee and the amount will not be changed. Corrections to the proposed budget revision will now have to wait until April. Darling stated that fewer employees took benefits through WLA and the school has spent responsibly to keep costs down. Darling said that if expenses are managed, based on the proposed budget WLA would be able to remain at the Crosswinds site next school year. Darling believes it would be foolish to remain at Crosswinds long term due to the impact it would have on the general fund. Currently, the impact is offset by funds from the 2-year grant.

b. Marketing / Enrollment: Dan Hurley shared the marketing committee is looking to retarget their focus. Mr. Hurley would like to send teachers Maggie Greene and Monica Purinton to a one day training to increase knowledge about marketing. The committee is focused on preparing for the Woodbury Expo. on April 25<sup>th</sup>. Part of the shift in the team's focus will be building based, in case new signage is needed. The Woodbury Bulletin ran an article about the WLA family cookbook and is working to include information and photographs about 'I Love to Read' Month.

c. Policy: Sarah Jacobson presented two policies for board approval: 1. revision to Policy 515 – Protection and Privacy of Pupil Records, and 2. Approval of the Fee Policy. Both are in compliance with VoA guidelines for compliance.

d. Building Facilities: Ken Thielman reported that there have been many changes in regards to securing a facility for 2015-16. After meeting with Sue Mackert from Perpich, staying at Crosswinds is an option. Also, floorplans for remodeling 9025 Tamarack Road were provided just before this board meeting.

Dan Hurley shared that Sue Mackert informed him that WLA would have access to two additional classrooms (one double pod) next school year. This was not an option previously. Perpich is more willing to work with WLA. Staying at the Crosswinds site provides WLA with a number of resources and would allow the school to keep District 833 bussing. The budget would support remaining at the Crosswinds site for an additional year. Mr. Hurley stated that 9025 Tamarack Road would fit a K-5 school. WLA is not a K-5 school, and would be cramped in that building. Mr. Hurley stressed to board members that if the intention is to move forward with 9025 Tamarack Road, the Letter of Intent must be signed. Once this document is signed, WLA will be required to pay the fees (ie \$5,000 retainer) outlined in that letter. Mr. Hurley urged the board to make a decision regarding building tonight. A majority of WLA students will reside in District 833 next year. Mr. Hurley suggests that WLA remain at Crosswinds for the 2015-16 school year.

Judith Darling stated that Perpich is much more willing to work with WLA, as they would like to see the school succeed. The budget would look similar at either site as the rent is higher at 9025 Tamarack Road. Ken Thielman noted that the school would be unable to fund the addition until year three in the site.

Motion to remain at Crosswinds for the 2015-16 academic school year.

Moved by: Tiffany Lewis

Second: Bharathi Sankararaman

Vote: 6-0-1

e. Parent Team: The WLA Carnival will be held on May 2<sup>nd</sup> from 10:00 – 1:00. The Parent Team hopes to raise \$8,000 for the general fund. The team asked for \$3,000 to pay for supplies. A survey was sent out to parents to gain volunteers, and so far the team has gotten a great response. Some parents have begun making games for the event. The Parent Team will be advertising this event at the Woodbury Expo. to encourage families from outside of WLA to attend. Bharathi Sankararaman suggested advertising in the Woodbury Bulletin.

Ken Thielman asked if the school had event insurance. Judith Darling and Cyndi Bluhm will confirm. The board will advance \$3,000 to the Parent Team to be used for materials for the WLA Carnival.

10. Consent Agenda: NA

11. Old Business: NA

12. New Business:

a. Motion to accept the resignation of Dan Endreson from WLA board

Moved by: Tiffany Lewis

Second: Emily Mogren

Vote: 7-0-0

b. Discussion of open board parent position and open Vice Chair position:

Motion to accept Cliff MacDonald to fill the open parent board member seat

Moved by: Ken Thielman

Second: Sarah Tegtmeier

Vote: 7-0-0

Cliff MacDonald had the next highest number of votes in the Fall election. Ken Thielman spoke with Cliff MacDonald to ensure he was still interested in serving on the board. Mr. MacDonald intends to fill the seat, but was unable to attend this evening's meeting.

c. Motion to designate Dan Hurley as Identified Official with Authority to authorize user access to MDE secure websites for Woodbury Leadership Academy

Moved by: Emily Mogren

Second: Robyn Carley

Vote: 7-0-0

d. Motion to approve Fee Policy (new)

Moved by: Robyn Carley

Second: Bharathi Sankararaman

Vote: 7-0-0

e. Motion to approve amended Policy 515 – Protection and Privacy of Pupil Records

Moved by: Bharathi Sankararaman

Second: Sarah Jacobson

Vote: 7-0-0

f. Discussion regarding school-wide communication: Robyn Carley asked to have communications streamlined to help minimize confusion and miscommunication. Sarah Tegtmeier reported that Mr. Hurley and all teachers included a link to where meeting minutes and agendas can be found on the WLA website. Mrs. Tegtmeier said she intends to have typed draft minutes to the office by Friday of each board meeting week, so drafts may be made available to the public via the website

Ken Thielman stated that at times, information may not be shared because board members do not know the answers either, and the board does not want to put out bad information.

Motion to discuss items 13 and 14 from the agenda prior to item 12. g.

Moved by: Ken Thielman

Second: Bharathi Sankararaman

Vote: 7-0-0

13. Future Agenda Items:

- Approval of financial statement auditors for 2014-15
- Approval of revised 2014-15 budget
- Approval of proposed budget for 2015-16
- Closed session pursuant to Minnesota Statute 13D.05, Subdivision 3(a) to present the annual evaluation of employee/ director, Dan Hurley
- Vote to include 7<sup>th</sup> grade for 2015-16
- Approve the 2015-16 school calendar

14. Date and Time of Next Board Meeting:

- April 2, 2015 – 7:00 PM: Athlos Academy Presentation \*Special Board Meeting\*
- April 28, 2015 – 6:00 PM: Regular Board Meeting

12. New Business (continued):

g. Motion to close the board meeting pursuant to Minnesota Statute 13D.05, Subdivision 3(a) to discuss the annual evaluation of employee/ director, Dan Hurley.

Moved by: Sarah Jacobson

Second: Sarah Tegtmeier

Vote: 7-0-0

Sheila Brown joined us at this time.

h. Motion to reopen the board meeting

Moved by: Sarah Tegtmeier

Second: Sheila Brown

Vote: 8-0-0

Ken Thielman reported that the board met to evaluate the Director and this meeting will continue with a special session on April 16<sup>th</sup> at 7:00 PM.

15. Motion to Adjourn

Moved by: Ken Thielman

Second: Tiffany Lewis

Vote: 8-0-0